FI$Cal

Financial Information System for California

FI$Cal End-User
Role Description Handbook

Last Updated April 11, 2014

Revision History

Date	Revision	Change
2/6/2014	1	• Removed Vendor Reporter role • Added recommendations for select FI$Cal end-user roles that should be assigned together • Combined Department Budget Approver 1 and Department Budget Approver 2 into a Department Budget Approver role • Added Budget Viewer role
4/11/2014	2	• Added Confidential User to Purchasing Roles, Accounts Payable Roles, and Billing/Accounts Receivable Roles • Removed AP Confidential Viewer role • Removed Central Vendor Configuration Maintainer role • Added Confidential Asset Maintainer • Added Department CM Journal Processor and Central Treasury Accounting Processor roles • Added Department Operating Budget Processor • Added Department Operating Budget Approver • Removed Department Operating Budget Exception Approver • Changed Assets Viewer to Asset Viewer • Revised recommended roles to be included roles, and added multiple included roles • Removed "Lease Assets" and added "Run Asset Reports" in Department Asset Processor and Central Asset Processor functionality

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1   Introduction

The FI$Cal End-User Role Description Handbook describes and documents the new and updated FI$Cal end-user roles related to the new FI$Cal business processes and technologies implemented with the FI$Cal Project for Wave 1. The FI$Cal end-user roles are organized by FI$Cal business process area. For additional information on the Wave 1 business processes and functionality, refer to the Wave 1 Business Process Workshop materials. These materials are available from your Department Liaison. For Wave 1, the business process areas are:

- Budgeting

- Purchasing

- Accounts Payable

- Asset Management

- Project Costing

- Billing/Accounts Receivable

- Cash Management/Treasury

- General Ledger

This FI$Cal End-User Role Description Handbook is designed to assist departments in completing the role-mapping task and ongoing maintenance of role assignments. Role mapping is the process of mapping end users to the appropriate FI$Cal end-user roles required to complete their daily work activities for FI$Cal. The Handbook also helps departments understand the FI$Cal access that each role provides. For each FI$Cal end-user role, this Handbook provides a:

- Role purpose and role responsibilities

- List of related FI$Cal business processes

- Description of the relation to other roles

2   Budgeting

Budgeting Process Overview

The Budgeting process covers all activities for developing and administering the State budget. California's incremental budget methodology provides for the development of incremental budget changes over and above their baseline budgets. The budget development process is iterative at both the department and Department of Finance (DOF) level; individual budget requests may be changed and modified many times throughout the process before being approved. It takes a full year to develop the State's budget, generally beginning in July and ending the following June after enactment of the Budget Act. The Budgeting process includes:

- *Initiate Budget Development Process* – The baseline budget is developed by initializing the budget system for the upcoming budget cycle, loading base values to calculate department baseline budgets, and providing guidance to departments to facilitate completion of upcoming budget activities. This includes:

  o Maintaining position budget cost drivers

  o Reconciling authorized positions

  o Initiating budget development process

  o Providing ongoing budget guidance

- *Prepare Departmental Budget Submission* – Incremental budget changes over and above the baseline budget are made by identification, calculation, approval, and submission of changes and supporting documentation to the DOF. These changes include baseline changes; policy changes; enrollment, caseload, and population changes; revenue estimate changes; and capital outlay changes. Budget changes may be for appropriation (dollar) changes or position authority changes.

  o Conducting budget drills

  o Preparing trailer bill language

  o Briefing management and approvers

- *Develop the Governor's Budget* – DOF analyzes the department budget submissions and makes adjustments, as necessary. This process is iterative and may result in sending the budget request back to departments for additional information or clarification. This process is conducted in the Fall prior to publishing the Governor's Budget, and in the Spring prior to publishing the May Revision. The process includes:

  o Analyzing and adjusting departmental budget submissions

  o Conducting budget drills to collect additional information

  o Preparing cash flow projections

- o Preparing trailer bill language

- o Briefing management and approvers

- o Publishing budget documents throughout the cycle—Governor's Budget, May Revision, Budget Act, Final Change Book, etc.

- *Manage Budget Legislation* – The legislative process begins after the publication of the Governor's Budget on January 10. Each house of the Legislature owns its budget bill during the legislative process, but the DOF and departments have the responsibility to attend legislative hearings and record the impact of legislative actions in the budget system. Once both houses successfully pass the same bill, the Governor will have the opportunity to apply vetoes to the bill before signing it. The final enacted authorized budgets and positions are transferred to the relevant systems for monitoring and control. This process includes:

- o Recording legislative actions

- o Supporting reconciliation from the California State Assembly and the California State Senate budget bills

- o Supporting the Governor's veto process

- o Transferring the authorized budget to the accounting system

- o Establishing authorized positions through the Standard 607 or comparable processes

- *Administer the Budget* – After the budget is enacted, departments and the DOF administer the budget by analyzing, forecasting, changing, and managing it throughout the year. Departments allocate budget allotments to department business units and develop spending plans to guide spending over the course of the year. Budget administration also includes requests for adjustments to appropriations to accommodate unforeseen circumstances that require changing the department's appropriation. This process includes:

- o Allocating and monitoring departmental spending plans

- o Preparing appropriation adjustments

- o Analyzing and approving appropriation adjustments

Budgeting Roles

This section provides details for each FI$Cal end-user role related to the Budgeting process, including:

- Role Name

- Role Description

- Related Business Processes

- Role Responsibilities

- Relationships with other Roles

Table 1. Budgeting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Budget Processor	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.	• Maintain Position Budget Cost Drivers • Reconcile Authorized Positions • Initiate Budget Development Process • Prepare Departmental Budget Submission • Allocate and Monitor Departmental Spending Plans • Prepare Appropriation Adjustment •	• Enter/Delete Budget Plan Data • Update/Manage Budget Plan Data • Submit Budget Plan Data • View Reports and Documents • View and Use Task List • View Department Budgeting Content	• Enters and submits budget plan data for review and approval by Department Budget Approvers
Department Budget Approver	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.	• Maintain Position Budget Cost Drivers • Reconcile Authorized Positions • Prepare Departmental Budget Submission • Allocate and Monitor Departmental Spending Plans • Prepare Appropriation Adjustment •	• Edit Budget Plan Data • Approve Budget Plan Data • View Reports and Documents • Submit Budget Plan Data	• Edits and determines the approval action for budget plan data submitted by a Department Budget Processor • Can be inserted in the budget plan data approval process as an ad hoc approver at any point in the approval process

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Budget Viewer	The department or central end user who can view budget requests, budget reports, and budget documents.	• Maintain Position Budget Cost Drivers • Initiate Budget Development Process • Provide Ongoing Budget Guidance • Develop the Governor's Budget (all) • Manage Budget Legislation (all) • Analyze and Adjust Appropriation Adjustment	• View Budget Requests • View Reports and Documents • View Task List • Run Reports	• View budget requests submitted by Department Budget Processors or Department Budget Approvers
Department Budget System Maintainer	The department end user who is responsible for managing department workflow, and making changes for assigned approvers	• Maintain Position Budget Cost Drivers • Reconcile Authorized Positions • Initiate Budget Development Process • Prepare Departmental Budget Submission • Allocate and Monitor Departmental Spending Plans • Prepare Appropriation Adjustment •	• Manage Department Workflow • Edit Assigned Approvers	• Can only change workflow for department-level approvals • May reassign Department Budget Approvers and Department Budget View Only Approver to workflows • May make changes to workflows

3   Purchasing

Purchasing Process Overview

Purchasing is the process of acquiring goods and/or services from vendors. This process includes requisitions, purchase orders (POs), and receipts. It also includes the procurement card (P-Card, formerly known as CAL-Card) process for purchasing.

The process begins when a requisition is created and approved, and passes the budget check (soft pre-encumbrance). The requisition is sourced to a PO. After the PO is approved and passes a budget check (encumbrance), it is dispatched to support State/department procurement activity. The PO can have change orders (amendments).

When the goods and/or services are delivered, the receipts are recorded in FI$Cal. The State verifies that the goods and/or services are acceptable and conform to the PO. FI$Cal receipt transactions, together with the PO, are copied over to vouchers in the payables area, and are used for automated matching performed in Accounts Payable (AP).

P-Cards can be used to pay for the goods and/or services directly at the merchant. The purchasing process can be done prior to obtaining the goods and/or services with P-Card as the payment mechanism. State rules govern the use of P-Cards requiring POs before purchase, after purchase, or where requisitions or POs are not required.

Purchasing Roles

This section provides details for each FI$Cal end-user role related to the Purchasing process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

Table 2. Purchasing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requester	The department end user who orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition into FI$Cal. The Department Requester's name is on the requisition as the person requesting the goods or services.	• Create and Approve Requisitions	• Create Requisition • Update/Manage Requisition • Cancel Requisition • Reopen Requisition • View Purchase Orders • View Worklist • Receive Notifications of Approved Requisitions	• Includes Vendor Viewer role • Requests the Department Requisition Processor to enter a requisition, or self enters the requisition • Can Update Requisition if denied by Department Requisition Approver, Department Buyer, or Department Advanced Buyer • May add an Ad Hoc Approver to the requisition approval process • Can be assigned a Department Requisition Approver 1, Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but cannot self-approve • May be given a P-Card Req User role to charge a requisition to a P-Card • Receives notification after requisition is approved • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requisition Processor	The department end user who can enter and update requisitions. The end user assigned to this role may or may not be the requester of the requisition.	• Create and Approve Requisitions	• Enter Requisition • Update/Manage Requisition • View Purchase Orders • View Worklist	• Includes Vendor Viewer role • Creates and updates own requisitions, or requisitions on behalf of a Department Requester, for review and approval by Department Requisition Approvers, Department Buyer, Department Advanced Buyer, and Requisition Ad Hoc Approvers, as needed • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned a Department Buyer, Department Advanced Buyer • Department Requisition Approver 1 and Department Requisition Approver 2 roles
Department Requisition Approver 1	The department end user who is responsible for approving department requisitions. This approval step is intended as a first-level review/approval by a program approver.	• Create and Approve Requisitions	• View Requisitions • Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions • View Worklist • Enter Approval Comments • Review Requisitions • Designate Alternate Approver	• Includes Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, but the assigned Department Requester will not be able to self-approve • Should not be assigned Department Requisition Processor • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requisition Approver 2	The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to a Department Buyer or Department Advanced Buyer (worklist distributor). For smaller departments that do not have distributors, these users are also assigned a Department Buyer or Department Advanced Buyer role.	• Create and Approve Requisitions	• View Requisitions • Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions • View Worklist • Enter Approval Comments • Review Requisitions • Designate Alternate Approver	• Includes Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Approver 1 • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Approver 1, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but the assigned Department Requester will not be able to self-approve • Should not be assigned Department Requisition Processor • Can be combined with Confidential User to add/update confidential purchasing information
Requisition Ad Hoc Approver	The department or central end user who can be added as part of the requisition workflow for approving department requisitions	• Create and Approve Requisitions	• View Requisitions • Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions • View Worklist • Enter Approval Comments • Designate Alternate Approver	• Reviews and determines the approval action for requisitions when added into the requisition workflow • Can be assigned the Department Requisition Processor, Department Requisition Approver, Department Buyer, Department Advanced Buyer but the assigned Department Requester will not be able to self-approve • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PAA Processor	The department end user that enters requests for a Purchasing Authority Application (PAA)	• Create and Approve Requisitions	• Create PAA Online Requests • Receive Denied Requests • Revise PAA Requests	• Processor can update PAAs denied by the Department IT PAC Approver and Department Non-IT PAC Approver • May add an Ad Hoc Approver to the approval process
Department IT PAC Approver	The department end user that approves requests for IT PAAs. This user is a Purchasing Authority Contact (PAC) for IT goods and services.	• Create and Approve Requisitions	• Review PAA Requests • View Worklist • Approve, Deny, Push Back, or Hold PAA Requests • Enter Approval Comments • Designate Alternate Approver	• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor • May add an Ad Hoc Approver to the approval process
Department Non-IT PAC Approver	The department end user that approves requests for non-IT PAAs. This user is a Purchasing Authority Contact (PAC) for Non-IT goods and services.	• Create and Approve Requisitions	• Review PAA requests • View Worklist • Approve, Deny, Push Back, or Hold PAA Requests • Enter Approval Comments • Designate Alternate Approver	• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor • May add an Ad Hoc Approver to the approval process
Department PCO Approver	The department end user who approves requests for purchasing authority. This user functions as a second-level approver and is intended for the Procurement and Contracting Officer (PCO).	• Create and Approve Requisitions	• Review PAA Requests • View Worklist • Approve, Deny, Push Back, or Hold PAA requests • Enter Approval Comments • Designate Alternate Approver	• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor • May add an Ad Hoc Approver to the approval process

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Buyer	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch	• Manage Purchase Orders	• Add or Update POs (create POs by copying from requisitions or by direct PO entry) • Dispatch POs and Manage POs (create change orders and cancel, close, and reopen POs) • Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions • Designate Alternate User	• Includes Department SCPRS Processor, Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor or prior approval level • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Processor, Department Approver, Requisition Ad Hoc Approver, but will not be able to approve a PO where the user is the buyer on the same transaction • Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs) • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Advanced Buyer	The department end user who receives all capabilities of the Department Buyer. This user gets the additional functionality of reserving PO numbers, reopening closed requisitions and purchase orders, and additional views and inquiries of the system.	• Manage Purchase Orders	• Add or Update POs (create POs by copying from requisitions or by direct PO entry) • Dispatch POs and Manage POs (create change orders and cancel, close, and reopen POs) • Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions • Designate Alternate User • Create PO Reservations	• Includes Department SCPRS Processor, Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor or prior approval level • May add a Requisition Ad Hoc Approver/ Reviewer to the requisition approval process • Can be assigned the Department Requisition Processor, Department Approver, or Requisition Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs) • Can be combined with Confidential User to add/update confidential purchasing information
Department PO Processor	The department end user who creates POs and updates open POs	• Manage Purchase Orders	• Enter POs • Update Open POs	• Includes Vendor Viewer role • Creates POs and updates open POs for review and approval for Department Buyer, Department Advanced Buyer, and/or Approvers • May add a PO Ad Hoc Approver to the PO process • Should not be assigned a Department PO Approver role or a PO Ad Hoc Approver role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 1	The department end user who approves department POs. This approval step is intended as a first-level/program approval.	• Manage Purchase Orders	• Approve POs • Deny POs • Hold POs • Designate Alternate Approver	• Includes PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer role • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approvers, Department Buyer, Department Advanced Buyer, or Department PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 2	The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.	• Manage Purchase Orders	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Cancel and Amend Requisition Actions	• Includes PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer role • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approvers, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 3	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than $50K.	• Manage Purchase Orders	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver	• Includes PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer role • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approvers, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 4	The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to $50K.	• Manage Purchase Orders	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver	• Includes PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer role • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approvers, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information
PO Ad Hoc Approver	The department or central end user who can be added as part of the PO workflow for approving department POs	• Manage Purchase Orders	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver	• Reviews and determines the approval action for POs when added into the PO workflow by a Department PO Processor, Department PO Approver 1-4, PO Ad-Hoc Approver, Department Buyer, or Department Advanced Buyer • Can be assigned the Department PO Processor, additional Department PO Approvers, Department Buyer, Department Advanced Buyer, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department SCPRS Processor	The department end user who runs the State Contract and Procurement Registration System (SCPRS) Export process in FI$Cal, downloads the file, and uploads the file in BidSync SCPRS. This user will need to have access to BidSync in order to run the upload process.	• Manage Purchase Orders	• Run the SCPRS Process • Retrieve the System Generated XML File • Upload the XML File in BidSync SCPRS	• Runs the SCPRS Outbound Interface process for dispatched purchase orders entered by Department Buyer or Department Advanced Buyer in the Interface entry page
Department PO Reporter	The department end user who has access to run procurement reports for their department	• Manage Purchase Orders	• Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports	• Creates and runs reports that may be shared with department end users • Can be combined with Confidential User to add/update confidential purchasing information
Department PO Configuration Maintainer	The department end user who maintains procurement configuration items	• Manage Purchase Orders	• Manage Procurement Configuration Items specific to department • View Procurement Configuration Items	• Views procurement configuration and updates department-specific configuration to be used by all procurement roles
PO Configuration View Only	The department or central end user who can only view procurement configuration items	• Manage Purchase Orders	• View Procurement Configuration Items	• Views procurement configuration items to be used by all procurement roles • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Receiving Processor	The department end user who manages the receipt of goods and services	• Manage Purchase Orders	• Create Receipt • Update Receipt • Cancel or Close Receipts or Receipt Lines • View Receipts	• Enters receipt information for goods and services dispatched by a Department Buyer or Department Advanced Buyer
Department Receiving Inspector	The department end user who enters receiving inspection results, including acceptance testing	• Manage Purchase Orders	• View Receipts • Inspect Stock Received • Enter Inspection Transaction • View Inspection	• Inspects goods and services entered by the Department Receiving Processor
Department RTV Processor	The department end user who enters a Return To Vendor (RTV) transaction	• Manage Purchase Orders	• Create RTV • Dispatch RTV to Vendor • Update RTV • View Receipts	• Processes RTV transactions for goods and services that are originally accepted by the Department Receiving Processor, but need to be returned
PO View Only	The department or central end user who can only view procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions.	• Manage Purchase Orders	• View POs • View Requisitions • View Receipts	• Can only view procurement transaction information entered by other procurement roles, including the Department Requester, Department Requisition Processor, Department Buyer, Department Advanced Buyer, Department PO Processor, Department Receiving Processor, and Department RTV Processor • Recommended role for Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4
Department P-Card Req User	The department end user who can assign P-Card as a recommended payment mechanism on a requisition	• Process Procurement Card Transactions	• Assign P-Card to Requisitions	• Must also be assigned Department Requester role for a user to have this role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department P-Card PO User	The department end user who reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO	• Process Procurement Card Transactions	• Review and Approve P-Card Requisition • Use P-Card on POs	• Must also be assigned Department Buyer or Department Advanced Buyer role for a user to have this role
Department P-Card Reconciler	The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.	• Process Procurement Card Transactions	• View P-Card Statement Transactions • Reconcile P-Card Transactions • Add Detail to Statement Transaction Lines (such as UNSPSC, SB/DVBE, Recycle, etc.) • Split/Add Transaction Lines • Scan and Attach Receipts	• When a requisition or PO is used, may reconcile and update on behalf of a Department P-Card Req User and/or a Department P-Card PO User • Can be combined with Confidential User to add/update confidential purchasing information
Department P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/ reconciler	• Process Procurement Card Transactions	• View P-Card Transactions • Approve P-Card Transactions	• When a requisition or PO is used, reviews transactions of Department P-Card Req User, Department P-Card PO User, and Department P-Card Reconciler • Can be combined with Confidential User to add/update confidential purchasing information
Department P-Card Reviewer	The department end user who reviews P-Card statements and accesses P-Card reports for the department	• Process Procurement Card Transactions	• View P-Card Statements • Run P-Card Reports	• Reviews statements of Department P-Card users and runs reports for department end users • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	• Create and Approve Requisitions • Manage Purchase Orders • Process Procurement Card Transactions • Enter and Maintain Vendors • Create and Maintain Invoices • Set Up and Maintain Customers • Collect Receivables	• Add/Update Confidential Purchasing Information • Add/Update Confidential Accounts Payable Information • Add/Update Confidential Vendor Information	• Adds/Updates confidential purchasing information when combined with Department Requester, Department Requisition Approvers, Requisition Ad Hoc Approver, Department Buyer, Department Advanced Buyer, Department PO Approvers, PO Ad Hoc Approver, Department P-Card Reconciler, Department P-Card Approver, Department P-Card Reviewer, Department PO Reporter, Department PO View Only, Central PO Reporter • Adds/Updates/Views confidential information when combined with select AP and AR roles (refer to this role under Accounts Payable Roles and Billing/Accounts Receivable Roles)

4   Accounts Payable

Accounts Payable Process Overview

Accounts Payable is the process of vouchering and paying money owed to vendors. This includes the sub-processes of Vendors, Vouchers, Payments, and 1099 Withholding.

The purpose of the Vendor process is to create a single statewide Vendor Management File (VMF) that records vendors, bidders, and Small Business/Disabled Veteran Business Enterprise (SB/DVBE) certification data. Unique vendor IDs are created centrally in FI$Cal for each vendor and shared by all departments. Each vendor is validated by FI$Cal and approved centrally to prevent duplicate entry. Prior to using a vendor to source a requisition or create a PO, a vendor requires approval.

The Voucher process encompasses activities required to capture invoice data, generate a voucher, attach related documents, approvals, budget checking, and voucher posting. Matching also occurs in the Voucher process when POs and receipts are matched with the voucher, thereby integrating the voucher to the Purchasing business process.

The Payment process begins with the need to generate a payment from the approved voucher and includes activities needed to capture invoice-specific information. It ends when the voucher is approved for payment.

The 1099 Withholding process uses vendor payment data and creates withholding detail records used to report to the Internal Revenue Service (IRS). Vendor Payment Transactions that are flagged for 1099 reporting are posted into the withholding tables and used to create calendar year reports in FI$Cal.

Accounts Payable Roles

This section provides details for each FI$Cal end-user role related to the Accounts Payable process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

Table 3. Accounts Payable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Vendor Processor	The department end user who creates a new vendor or adds/modifies vendor address and contact information	• Enter and Maintain Vendors	• Create New Vendor • Search For Vendor • Update Vendor Information • Receive Notification of Approval • Receive Notification of Update to Vendor Record • View Vendor History	• Creates and updates vendors for review and approval by Central Vendor Approvers • Includes Vendor Viewer role • Can be combined with Confidential User to add/update confidential accounts payable information
Vendor Viewer	The central and department end user who will be able to view vendor information	• Enter and Maintain Vendors	• View Vendor Information • Search for Vendor • View Vendor History • View Vendor Conversations	• Can view vendors entered by the Department Vendor Processor or the Central Vendor Processor • Can be combined with Confidential User to add/update confidential accounts payable information
Department AP Processor	The department end user who enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups	• Create and Maintain Invoices	• Enter Voucher • Research Voucher • Delete Voucher • Inquire on Journal • Enter Vouchers Using Control Groups	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Creates vouchers for review and approval by Department AP Approvers and State Controller's Office (SCO) Approvers • Can be combined with Confidential User to add/update confidential accounts payable information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AP Approver 1	The department end user who is responsible for approving vouchers through workflow	• Create and Maintain Invoices	• Review Voucher • Approve Voucher • Push Back Voucher • Deny Voucher • Send Workflow Notification	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Department AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information
Department AP Approver 2	The department end user who is responsible for understanding the Departmental AP Approver's position and approving vouchers through workflow	• Create and Maintain Invoices	• Review Voucher • Approve Voucher • Push Back Voucher • Deny Voucher • Send Workflow Notification	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Department AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information
Department AP Configuration Maintainer	The department end user who is responsible for maintaining departmental AP configuration items by business unit	• Create and Maintain Invoices	• Maintain AP Configuration Items	• Enters and updates the AP configuration items maintained by the department • AP roles use these items to process AP transactions

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AP Supervisor	The department end user who is responsible for understanding the task of the AP Processor. This will include posting and unposting vouchers with a payment method of check, deleting vouchers, and closing vouchers. Furthermore, the AP Supervisor will be responsible for releasing the hold status on vouchers and creating and maintaining control groups.	• Create and Maintain Invoices	• Enter Adjustment or Journal Vouchers • Research Voucher • Inquire on AP Journal Entries • Release Voucher Hold Status • Manage Control Groups	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Familiar with the Department AP Processor's responsibilities • Can be combined with Confidential User to add/update confidential accounts payable information
Department AP Maintainer	The department end user who is responsible for Department AP Supervisor tasks and managing the matching process and SpeedCharts. The end user will also be responsible for commitment control activities.	• Create and Maintain Invoices	• Research Voucher Information • Close Voucher • Delete Voucher • Release Voucher Hold Status • Inquire on AP Journal Entries • Manage Matching • Manage SpeedCharts	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Responsible for Department AP Supervisor tasks • Can be combined with Confidential User to add/update confidential accounts payable information
AP Reporter	The central and department end user who runs payable reports	• Create and Maintain Invoices	• Run Voucher-related reports	• Creates and runs reports that may be shared with other department end users • Can be combined with Confidential User to add/update confidential accounts payable information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
AP Viewer	The central and department end user who is able to view voucher and payment information	• Create and Maintain Invoices	• View Voucher Information • View Payment Information	• Can view vouchers entered by the Departmental AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information
Department Pay Cycle Processor	The department end user who is responsible for running Pay Cycle, and cancelling and posting payments (checks only)	• Process Payments	• Run Pay Cycle • View Voucher Information • View Payment Information • Cancel Payments • Post Payments	• Approves the Pay Cycle run by the Department AP Payment Processor
Department Payment Maintainer	The department end user who is responsible for cancelling, posting, and escheating payments (checks only)	• Process Payments	• View Voucher Information • View Payment Information • Cancel Payments • Post Payments • Escheat Payments	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, the Department Pay Cycle Processor, or the Department Payment Processor
Department 1099 Processor	The department end user who is responsible for maintaining 1099 departmental data, running 1099 reports, and processing 1099 adjustments	• 1099 Withholding	• Maintain Withholding • Run Withholding Reports • Process Withholding Adjustments	• Uses vendor withholding information captured by the Department Vendor Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	• Create and Approve Requisitions • Manage Purchase Orders • Process Procurement Card Transactions • Enter and Maintain Vendors • Create and Maintain Invoices • Set Up and Maintain Customers • Collect Receivables	• Add/Update Confidential Purchasing Information • Add/Update Confidential Accounts Payable Information • Add/Update Confidential Vendor Information	• Adds/Updates confidential vendor information when combined with Department/Central Vendor Processor, Central Vendor Approver, Vendor Viewer • Adds/Updates confidential accounts payable information when combined Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, SCO AP Approvers 1-4, AP Reporter, AP Viewer • Adds/Updates/Views confidential information when combined with select PO and AR roles (refer to this role under Purchasing Roles and Billing/Accounts Receivable Roles)

5   Asset Management

Asset Management Process Overview

The Asset Management process involves the acquiring and maintaining of assets owned and leased by the State of California. This process includes acquiring, maintaining, stocktaking, depreciating, transferring, and retiring of assets and leases.

The Asset Management process includes:

- Acquire and Maintain Assets: Purchase assets and enter/maintain assets in FI\$Cal

- Acquire and Maintain Leased Assets: Lease assets and enter/maintain leased assets in FI\$Cal

- Asset Stocktaking: Confirm through visual inspection the physical count of all assets and the reconciliation of the count with the assets in FI\$Cal

- Asset Depreciation: Expense an asset's depreciable cost based on the estimated useful life of the asset

- Transfer Assets: Initiate a physical (e.g., change in a location) or financial (e.g., a change to the funding) change to an asset within a department or between departments

- Retire Assets: Remove an asset physically and financially from a department's possession

Asset Management Roles

This section provides details for each FI\$Cal end-user role related to the Asset Management process, including:

- Role Name

- Role Description

- Related Business Processes

- Role Responsibilities

- Relationships with other Roles

Table 4. Asset Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Asset Processor	The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.	• Acquire Assets •	• Add Owned Asset • Integrate Physical information from the Purchase Order and Receipt • Integrate Financial Information from the Voucher • View Asset Information	• Includes PO View Only, AP Viewer, and PC Viewer roles • Adds assets to be managed by Department Asset Manager and Department Asset Maintainer
Department Asset Manager	The department end user who enters additions/ adjustments to an asset, performs IntraUnit/InterUnit transfers for an asset, and processes retirements/ reinstatements for an asset	• Maintain Assets • Transfer Assets • Retire/ Reinstate Assets	• Manage Asset Information • Transfer Asset • Retire Asset • Reinstate Asset • View Asset Information	• Manages assets entered by a Department Asset Processor
Department Asset Maintainer	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).	• Maintain Assets	• Manage Asset Physical Information • Manage Asset Physical Inventory	• Maintains all physical information (change in location) on assets entered by Department Asset Processor and Department Asset Manager

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Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Confidential Asset Maintainer	The central and department end user who enters and updates confidential information associated with assets, such as vehicle identification number (VIN) and Asset Class.	• Maintain Assets	• Manage Asset Confidential Information • View Asset Information	• Maintains confidential information on assets entered by Department Asset Processor, Central Asset Processor, and Department Asset Manager
Department Asset Depreciation Processor	The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis	• Asset Depreciation	• Manage Depreciation Attributes • Run Depreciation Process	• Depreciates assets to be processed and managed by other department asset end users
Department Asset Month-End Processor	The department end user who executes and validates month-end processes for Asset Management	• This role is not directly related to any Wave 1 FI$Cal business processes	• Run Month-End Asset Management Processes • Execute Depreciation Close • Create Accounting Entries • Review and Validate GL Entries	• Runs month-end processes for assets processed and managed by other department asset end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Asset Viewer	The central and department end user who can view both financial and physical asset information. Department end users will only view assets within their business unit.	• Maintain Assets	• View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Can view information entered by Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset Depreciation Processor
Department Asset Configuration Maintainer	The department end user who updates and maintains configuration values that are designated as being maintained by departments	• Maintain Assets	• Maintain Department-Maintained Asset Configuration Items	• Department end users can only maintain configuration values for the Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset and Depreciation Processor within their business unit

6   Project Costing

Project Costing Process Overview

Project Costing is the financial tracking of projects. This involves the processes of projects, project budgets, project costs, and project capitalization. Create and Maintain Projects involves the creation of new projects in FI$Cal and from supporting systems. Project Budgets will be received from supporting business processes occurring in the Budgets and Commitment Control modules, which will enforce or monitor project budgets at the point of transaction entry. All project-related transactions are captured by Project Costing from FI$Cal modules, including Procurement, Accounts Payable, General Ledger, and Labor Distribution, as well as external systems.

Project Capitalization involves sending expenditures identified as applicable to be capitalized to the Asset Management module where asset accounting functionality and In-Service/Depreciation journal entries are initiated.

Project Costing Roles

This section provides details for each FI$Cal end-user role related to the Project Costing process, including:

- Role Name

- Role Description

- Related Business Processes

- Role Responsibilities

- Relationships with other Roles

Table 5. Project Costing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Project Processor	The department end user who is responsible for additions and updates to the Project, Activity, and Team Definitions. This end user acts as the approver of the Project request form.	• Create and Maintain Project • Create and Maintain Project Budgets	• Create Projects • Create Project Budgets • Manage Projects • Manage Activities • Close Projects • Manage Project Grants • Manage Project Contracts • Manage Project Assets • View Project Reports	• Includes PO View Only, AP Viewer, PC Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Creates and maintains all project information to be processed by Department PC Batch Processor and Central PC Batch Processor
Department PC Batch Processor	The department end user who has access to all PC batch processes needed to run on an ad hoc basis	• Collect, Distribute, and Price Costs • Project Capitalization	• Run Cost Collection Processes • Run Funds Distribution Processes • Run Pricing Processes	• Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities
PC Reporter	The central and department end user who has access to all PC batch reports and PeopleSoft Query Viewer	• Create and Maintain Project • Create and Maintain Project Budgets • Collect, Distribute, and Price Costs • Project Capitalization	• View Project Reports	• Can view reports of all project activities of Department Project Processor and Department PC Batch Processor
PC Viewer	The central and department end user who has inquiry access to all project information. This end user typically submits the Project request form.	• Create and Maintain Project	• View Projects • View Activities • View Project Grants • View Project Contracts • View Project Assets • View Project Reports	• Can view all project information entered by the Department Project Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PC Configuration Maintainer	The department end user who is responsible for updates to department PC configuration values	• Create and Maintain Project • Collect, Distribute, and Price Costs • Project Capitalization	• Manage Project Configuration Items • View Centrally Maintained Project Configuration Items	• Can update department PC configuration items to be used by the Department Project Processor

7 Billing/Accounts Receivable

Billing/Accounts Receivable Process Overview

The Billing/Accounts Receivable process provides functionality in FI$Cal for establishing a department-specific customer file, generating invoices, entering and collecting receivables, and processing customer payments (both miscellaneous receipt payments and customer receivable payments).

The process begins when customer information (e.g., departments, private entities, and employees) is added or updated in a department-specific customer file. Customers are required for generating invoices, recording employee receivables, and recording and applying receipts for invoices/receivables. Customer information is not required for recording miscellaneous receipts; however, customers may be associated with miscellaneous receipt transactions. Once an invoice or a receivable is established for a customer, the Department may perform and track collection activities (e.g. sending dunning/collection letters, recording customer interactions, and recording collection actions) for the receivable within FI$Cal.

Billing/Accounts Receivable Roles

This section provides details for each FI$Cal end-user role related to the Billing/Accounts Receivable process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

Table 6. Billing/Accounts Receivable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Customer Processor	The department end user who adds, updates, and inactivates customer data for SetIDs that the Department Customer Processor has access to. This end user will not have access to confidential customer data.	• Set Up and Maintain Customers	• Create Customer • Maintain Customers • Manage Customer Conversations • Inactivate Customer	• Cannot view confidential information entered by Department Confidential Customer Processor
Department Confidential Customer Processor	The department end user who performs Department Customer Processor responsibilities, as well as adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs)	• Set Up and Maintain Customers	• Create Customer • Maintain Customers • Manage Customer Conversations • Inactivate Customer • Manage Customer Confidential Data	• Manages customer confidential information not viewable by Department Customer Processor
Customer Viewer	The central and department end user who runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.	• Set Up and Maintain Customers	• View Customer Information • View Customer Conversations • Create and View Reports	• Cannot view confidential information entered by Department Confidential Customer Processor • Creates and runs reports that may be shared with other department end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department BI Processor	The department end user who creates external bills, interagency bills, recurring bills, and Pro Forma (draft) invoices of the bills. The end user will also update billing data, set bills to Ready status, and correct billing interface errors.	• Generate and Adjust Invoices	• Create External Bills • Create Interagency Bills • Create Recurring Bills • Print Pro Forma Invoices • Update Billing Data • Correct Billing Interface Errors	• Includes BI Reporter and Customer Viewer roles • Creates and updates bills for review and approval by Department BI Approver •
Department BI Approver	The department end user who runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status	• Generate and Adjust Invoices	• Finalize and Print Invoices • View Billing Information • Correct Billing Errors	• Includes BI Reporter and Customer Viewer roles • Approves and finalizes invoices made ready by Department BI Processor •
Department BI Adjustment Processor	The department end user who adjusts a finalized invoice within the Billing Module. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.	• Generate and Adjust Invoices	• Adjust Invoices	• Includes BI Reporter and Customer Viewer roles • Adjusts finalized invoices created by Department BI Processor and finalized by Department BI Approver •
BI Viewer	The central and department end user who runs inquiries on billing data for a business unit	• Generate and Adjust Invoices	• View Billing Data • Reprint Invoices • View Printed Bills • View Bill Summaries • View Billing Errors	• Able to view data created and maintained by other Billing roles
BI Reporter	The central and department end user who runs reports on billing data for a business unit	• Generate and Adjust Invoices	• Create and View Billing Reports	• Creates and runs reports that may be shared with other central or department end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AR Item Processor	The department end user who creates a receivable item inside the AR module. This end user will be able to update receivable items, but will not be able to set them to post.	• Enter and Maintain Receivables	• Create and Update Receivables • View Customer Receivable Information • Manage Item Details	• Includes AR Reporter and Customer Viewer roles • Creates and updates receivables for review and approval by Department AR Item Approver
Department AR Item Approver	The department end user who updates receivable items and sets them to post. This end user may also correct posting errors for receivable items.	• Enter and Maintain Receivables	• View Receivable Items • View Customer Receivable Information • Update Status for Posted Receivable Items • Set Receivable Items to Post • Correct Posting Errors	• Includes AR Reporter and Customer Viewer roles • Approves receivables from Department Item AR Processor and sets them to post
Department AR Payment Processor	The department end user who enters deposit and payment data based on information from the Department's Cashiering Unit. This end user applies payments to invoices (through worksheets or Payment Predictor).	• Process Payments	• Enter Deposits and Payments • Apply Payments to Invoices • View Customer Receivable Information • Enter Customer Conversations	• Includes AR Reporter and Customer Viewer roles • Enters payment data from Cashiering Unit that will be sent to Department AR Payment Approver, who will set it to post •

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AR Payment Approver	The department end user who reviews deposit and payment data. This user is able to update accounting information for payments and set the payments to post. This end user will enter the accounting distribution prior to posting miscellaneous receipt payments.	• Process Payments	• Set Payments to Post • Code Miscellaneous Receipt Payments • Correct Posting Errors • View Customer Receivable Information	• Includes AR Reporter and Customer Viewer roles • Reviews and approves payment data entered by the Department AR Payment Processor •
Department AR Collections Processor	The department end user who generates customer interactions including dunning letters and customer conversations, updates the status of posted receivables, applies adjustments to receivables, reclassifies receivables, and writes off receivable balances. This end user will not be able to set worksheets to post.	• Collect Receivables	• Generate Dunning Letters • Manage Customer Conversations • View Customer Receivable Information • Update the Collection Status of Posted Receivables • Apply Adjustments to Receivables • Reclassify Receivables • Write Off Balances • View Posting Errors	• Includes AR Reporter and Customer Viewer roles • Generates worksheets, initiates refund transactions, and initiates write-off requests for review and approval by Department AR Collections Approver •

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AR Collections Approver	The department end user who reviews and approves or denies write-off requests and posts refund transactions. This end user sets worksheets to post, such as Maintenance Worksheets and Transfer Worksheets.	• Collect Receivables	• View Customer Information • Approve Write-off Requests • Set Worksheets to Post • Correct Posting Errors	• Includes AR Reporter and Customer Viewer roles • Reviews and determines the approval action for worksheets created by a Department AR Collections Processor •
AR Viewer	The central and department end user who runs inquiries on receivable and customer payment data for a business unit	• Enter and Maintain Receivables • Process Payments • Collect Receivables	• View Customer Information • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posting Errors • View Posted Payments	• Able to view data maintained by other AR roles
AR Reporter	The central and department end user who runs reports on receivable and customer payment data for a business unit	• Set Up and Maintain Customers • Enter and Maintain Receivables • Process Payments • Collect Receivables	• Create Customer Reports • Create Payment Reports • Create Aging Reports	• Creates and runs reports that may be shared with other central or department end users • Can be combined with Confidential User to report on confidential accounts receivable information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	• Create and Approve Requisitions • Manage Purchase Orders • Process Procurement Card Transactions • Enter and Maintain Vendors • Create and Maintain Invoices • Set Up and Maintain Customers • Collect Receivables	• Add/Update Confidential Purchasing Information • Add/Update Confidential Accounts Payable Information • Add/Update Confidential Vendor Information • View Confidential Accounts Receivable Information	• Views confidential Accounts Receivable information when combined with AR Reporter role • Adds/Updates confidential information when combined with select PO and AP roles (refer to this role under Purchasing Roles and Accounts Payable Roles)

8   Cash Management/Treasury

Cash Management/Treasury Process Overview

Cash Management is the use and management of cash, including bank account management, bank statement reconciliation, cash position management, and cash forecasting. The creating and maintaining of the bank accounts process involves the configuration setup of the FI$Cal Bank (State Treasurer's Office (STO) Bank), the Centralized Treasury System (CTS) Accounts, and the Warrant Account. The bank statement reconciliation process will be used to reconcile system transactions to bank statements and will give the control agencies and departments the ability to manage reconciliation.

The managing cash positions process will enable partner agencies and departments to view the position of cash in the appropriate bank account.

Cash Management/Treasury Roles

This section provides details for each FI$Cal end-user role related to the Cash Management/Treasury process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

Table 7. Cash Management/Treasury Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Cash Transfer Processor	The central and department end user who creates and submits requests for Bank Account Transfers between CTS Bank accounts	• Manage Cash	• Create and Submit CTS Bank Account Transfers	• Creates and submits transfers for review and approval by Cash Transfer Approver
Cash Transfer Approver	The central and department end user who will review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security	• Manage Cash	• Approve CTS Bank Account Transfers	• Reviews and approves transfers submitted by a Cash Transfer Processor
Department CM Journal Processor	The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval	• Manage Cash	• Manage Cash Management Journals	• The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval
Department CM Report Viewer	The department end user who runs reports for Bank Statements, Reconciliation, and Cash Management processing	• Manage Cash	• Run Cash Management Reports • View Cash Management Reports	• Runs reports that may be shared with other department end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Bank Statement Reconciliation Processor	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process	• Reconcile Statements	• Review Bank Statements • Reconcile Bank Statements • Analyze Reconciliation Exceptions	• Includes AP Reporter, AP Viewer, AR Reporter, and AR Viewer roles • Reconcile transactions created by the Department Pay Cycle Processor and Department AR Payment Processor to Bank statements

9   General Ledger

General Ledger Process Overview

General Ledger is the central repository for all financial transactions recorded across all modules. Enter and Process Journals is the primary General Ledger business process for daily, month-end, and year-end adjustments and corrections in the General Ledger (GL). This process includes the entering, validating, and budget checking of journals, as well as posting journals to a ledger. This process is used to post both financial and statistical transactions to the GL. Journal entries can be created directly in the GL, via the subsystem Journal Generation process, from external systems, or uploaded using the Spreadsheet Journal Import tool.

The Create and Process Budget Transactions business process provides for the recording of budgeted revenue and expenditure amounts against which transactions in all FI$Cal modules are validated. The budget structures that control budget validation will be defined prior to posting budget transactions. Key functions of this business process include recording budget transactions in FI$Cal, either online or via an interface process from the Hyperion Planning, Budgeting, and Forecasting system ("Hyperion"), then posting those journals to budget ledgers.

The Labor Distribution process creates accounting entries to record the State's payroll transactions. The process initially classifies each department's payroll costs to a single, department-specific default accounting classification, and then distributes those costs to employee-specific accounting classifications based on business rules defined by the departments. The Allocations process creates GL journals that reclassify, or "distribute," monetary or statistical ledger balances within a business unit or across business units. The Process Financial Statements process provides department reports and year-end close procedures. The Maintain Chart of Accounts (COA) process supports the maintenance of ChartField values and their associated system configuration, including trees and ChartField Attributes.

General Ledger Roles

This section provides details for each FI$Cal end-user role related to the General Ledger process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

Table 8. General Ledger Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department GL Journal Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process	• Enter and Process Journals	• Create Journals • Import Journals • Edit Check Journals • Budget Check Journals • Submit Journals • Correct Suspense Entries	• Journals submitted will be routed to the Department GL Journal Approver 1 within own approval pool
Department GL Journal Approver 1	The department end user who is responsible for the first-level approval of department journals from a pooled worklist	• Enter and Process Journals	• Update Journals • Approve Journals	• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor
Department GL Journal Approver 2	The department end user who is responsible for the second-level approval of department journals from a pooled worklist	• Enter and Process Journals	• Update Journals • Approve Journals	• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor and approved by a Department GL Journal Approver 1
Department Operating Budget Processor	The department end user who can enter but cannot post department level budget journals. This user cannot enter or post statewide budget journals.	• Enter and Process Budget Journals	• Enter and Update Departmental Budget Journals	• Enters and updates department level budget journals to be approved and posted by the Department Operating Budget Approver

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Operating Budget Approver	The department end user who can enter and post department level budget journals, and override department budget exceptions. This user cannot enter or post statewide budget journals or override a statewide controlling budget exception.	• Enter and Process Budget Journals	• Enter, Update, and Post Departmental Budget Journals • Override Budget Exceptions • Update Journals	• Posts department level budget journals created by the Department Operating Budget Processor • Overrides budget exceptions after budget check run by Department GL Journal Processor
Department Activity Sheet Processor	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process and runs the monthly Inbound Activity Sheet Interface (if applicable)	• Enter and Process Labor Distribution	• Load Activity Sheets • Upload Activity Sheets • Run Inbound Activity Sheet Interface • View Activity Sheet Reports • View Labor Distribution Configuration Items	• Loads Activity Sheets to be processed by the Department LD Processor
Department LD Processor	The department end user who runs the Labor Distribution Process and Labor Distribution Reports	• Enter and Process Labor Distribution	• Run Labor Distribution Process • Run Labor Distribution Reports • View LD and Activity Sheet Reports	• Runs the Labor Distribution process after loading by the Department Activity Sheet Processor
Department LD Maintainer	The department end user who maintains all department-level configuration for Labor Distribution	• Enter and Process Labor Distribution	• Manage Labor Distribution Department Configuration Items • View Labor Distribution Central Configuration Items	• Maintains configuration to be used by Department LD Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Allocation Processor	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute the General Ledger Allocation processes when required.	• Process Allocations	• Process Allocation • Create Allocation Calculation Log Report	• Processes allocations so other GL end users can begin reporting other GL transactions
GL Viewer	The central and department end user who has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages	• Enter and Process Journals • Enter and Process Budget Journals • Enter and Process Labor Distribution • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items	• This role is a prerequisite role for Appropriation Viewer, Operating Budget Viewer, GL Reporter, and Department GL Report Viewer •
Appropriation Viewer	The central and department end user who will allow users access to view Statewide Controlling budget information	• Enter and Process Budget Journals	• Run Statewide Budget Inquiries • View Override Budget Date Exceptions	• Recommended role for Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Operating Budget Viewer	The central and department end user who will have access to view department-level budgets using online inquiry screens	• Enter and Process Budget Journals	• Run Department-Specific Budget Inquiries • View Override Budget Date Exceptions	• Recommended role for Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4
GL Reporter	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required	• Process Financial Statements	• Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports	•
Department GL Report Viewer	The department end user who will receive nightly batch distributed reports and have access to Report Manager	• Process Financial Statements	• Receive General Ledger Reports	•
Department GL Configuration Maintainer	The department end user who controls department General Ledger configuration workunits	• Maintain Chart of Accounts	• Manage Journals Configuration	• Manages departmentally maintained configuration to be used by GL end users
Department COA Maintainer	The department end user who sets up department-owned COA values and maintains SpeedTypes and SpeedCharts. This end user also sets up department default values on the COA translation process.	• Maintain Chart of Accounts	• Update COA Department Values • Manage SpeedTypes • Manage SpeedCharts • Update Budget Trees	• Manages COA configuration to be used by GL end users

Appendix A – Central Roles

This appendix provides supporting information for each FI$Cal end-user role designated for central end users.

Central Budgeting Roles

This section provides details for each Central Budgeting role.

Table 9. Central Budgeting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Legislative Budget Processor	The legislative end user who can view budgeting information or edit the "what if" version	• Review Legislative Actions • Support Reconciliation	• View Budget Information • View Reports and Documents • Enter/Update/Delete Budget Plan data for "what if" analysis	• Cannot modify budgeting information entered by other Budget roles
Legislative Budget System Maintainer	The legislative end user who will be responsible for managing workflow for legislative staff	• Review Legislative Actions • Support Reconciliation	• Manage Legislature Workflow	• Can only change workflow for Legislative Budget Processor
DOF Budget Processor	The Department of Finance (DOF) end user who reviews, modifies, and submits budget requests. The DOF Processor also prepares reports and summaries supporting the budget deliberations process, and creates supporting information for the Governor's Budget and the final enacted budget.	• Maintain Position Budget Cost Drivers • Initiate Budget Development Process • Provide Ongoing Budget Guidance • Develop the Governor's Budget (all) • Manage Budget Legislation (all) • Analyze and Adjust Appropriation Adjustment	• View Reports and Documents • View and Use Task List • View Department Budgeting Content • Edit, Add, Remove Budget Requests	• Enters and submits budget requests for review and approval by DOF Budget Approvers

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DOF Budget Approver	The DOF end user who can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget request.	• Maintain Position Budget Cost Drivers • Initiate Budget Development Process • Provide Ongoing Budget Guidance • Develop the Governor's Budget (all) • Manage Budget Legislation (all) • Analyze and Adjust Appropriation Adjustment	• Edit, Add, Remove Budget Requests • Approve Budget Requests • View Reports and Documents • View and Use Task List	• Edits and determines the approval action for budget requests submitted by a DOF Budget Processor
DOF Budget System Maintainer	The DOF end user who initiates and controls statewide processes such as publishing documents and managing workflow for DOF	• Maintain Position Budget Cost Drivers • Initiate Budget Development Process • Provide Ongoing Budget Guidance • Develop the Governor's Budget (all) • Manage Budget Legislation (all) • Analyze and Adjust Appropriation Adjustment	• Initiate and Control Statewide Processes • Manage DOF Workflow	• Can only change workflow for DOF Budget Processor and DOF Budget Approver roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
SCO Budget Processor	The State Controller's Office (SCO) end user who reviews appropriation-level budget data, validates the authority for appropriations and adjustments, and approves appropriations and appropriation adjustments for posting to PeopleSoft Commitment Control. This user may also edit appropriation-level data so that it posts correctly to Commitment Control.	• Transfer Budget to the Accounting System • Analyze and Adjust Appropriation Adjustment	• View Reports and Documents • View and Use Task List • View Department Budgeting Content • Edit, Add, Remove Budget Requests • Approve Budget Requests	• Reviews, validates, and edits appropriation-level budget requests • Determines the approval action for appropriation-level budget requests approved by DOF and posted to the SCO Budget Version • Creates and approves other budgets (for example, labor distribution budgets) • Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users
SCO Budget Approver	The SCO end user who can edit, add, or remove data in the SCO version of the budget. This end user also approves the readiness of the SCO version of the budget to be posted to Commitment Control.	• Transfer Budget to the Accounting System • Analyze and Adjust Appropriation Adjustment	• Edit, Add, Remove Budget Records from SCO Version for Transfer to Commitment Control • View Reports and Documents as needed for Review/Transfer Responsibilities • View and Use Task List • Execute Transfer of Records to Commitment Control	• Receives notification from SCO Budget Processor that budget records are ready for transfer to Commitment Control • Notifies DOF of any changes made to enacted budget records • Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
SCO Budget System Maintainer	The SCO end user who initiates and controls statewide processes, such as initiating the interface of appropriation and adjustment budget transactions to Commitment Control. This end user also manages workflow for SCO.	• Transfer Budget to the Accounting System • Analyze and Adjust Appropriation Adjustment	• Initiate and Control Statewide Processes • Manage SCO Workflow	• Can only change workflow for SCO roles • Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users
Central Budget System Administrator	The central end user who oversees and manages all functional/ application changes to the budget system, such as system modifications, creation of new functionality, or new development of new features requested by users.	• Initiate Budget Development Process • Prepare Departmental Budget Submission • Develop the Governor's Budget • Manage Budget Legislation • Administer the Budget	• Manage Budget System Changes • Manage New Feature Development • Manage Security and User Permissions	• Makes revisions to the Budget System, which may create infrastructure related changes for the Central Budget Infrastructure Administrator • Makes revisions to the Budget System, which may create interface related changes for the Central Budget FDM/ERPi Administrator
Central Budget Infrastructure Administrator	The central end user who manages Hyperion servers, applications, and configurations, as well as has copy data rights	• Initiate Budget Development Process • Prepare Departmental Budget Submission • Develop the Governor's Budget • Manage Budget Legislation • Administer the Budget	• Copy Data • Manage Hyperion Servers, Applications, and Configurations	• Manages infrastructure related changes based on revisions made by the Central Budget System Administrator

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Budget FDM/ERPi Administrator	The central end user who manages and develops all interfaces or integration with systems other than the Budget System	• Initiate Budget Development Process • Prepare Departmental Budget Submission • Develop the Governor's Budget • Manage Budget Legislation • Administer the Budget	• Create Department-Specific Reports • Run Department-Specific Reports • View Vendor History	• Manages interface related changes based on revisions made by the Central Budget System Administrator

Last Updated April 11, 2014

Central Purchasing Roles

This section provides details for each Central Purchasing role.

Table 10. Central Purchasing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DGS PAA Reviewer	The Department of General Services (DGS) end user who receives and reviews Purchasing Authority Application (PAA) requests from the departments	• Create and Approve Requisitions	• Review PAA Requests • View Worklist • Approve, Deny, Push Back, or Hold PAA Requests • Enter Approval Comments • Designate Alternate Approver	• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor • May add an Ad Hoc Approver to the approval process
Central PO Reporter	The central end user who creates queries and runs procurement reports for all departments	• Manage Purchase Orders	• Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports	• Creates queries and runs reports and queries that may be shared with other central and/or department end users • Can be combined with Confidential User to add/update confidential purchasing information
Central PO Configuration Maintainer	The central end user who maintains procurement configuration items	• Manage Purchase Orders	• Manage Procurement Configuration Items for all departments	• Manages procurement configuration and updates configuration to be used by all procurement roles
Central P-Card Maintainer	The end user who manages P-Card administration activities	• Process Procurement Card Transactions	• Add or Update Cardholder Profiles • Modify Error Transactions • Modify Approved Transactions • Maintain Proxy • Maintain Cardholder Distribution	• Provides administration for all Department P-Card roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central PO Workflow Administrator	The central end user who manages workflow routings.	• Manage Purchase Orders	• Receive Workflow Error Notifications • Reroute Worklists • Reset, Restart, and Reassign Requisition and Purchase Order Workflows	• Manages the workflow routings of requisitions and POs for all department requisition and PO approver roles

Central Accounts Payable Roles

This section provides details for each Central Accounts Payable role.

Table 11. Central Accounts Payable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Vendor Processor	The central end user who creates a new vendor or adds/modifies vendor address and contact information.	• Enter and Maintain Vendors	• Create New Vendor • Receive and Validate Vendor Request Form • Manage Duplicate Vendor Issues • Update Vendor Information • Send Vendor Notifications • View Vendor Information, History, and Conversations	• • Creates and updates vendors for review and approval by the Central Vendor Approver • Can be assigned Central Vendor Approver, but will not be able to self-approve • Can be combined with Confidential User to add/update confidential accounts payable information
Central Vendor Approver	The central end user who is responsible for approving a new vendor or vendor data changes in FI$Cal.	• Enter and Maintain Vendors	• Review Vendor • Approve Vendor • Deny Vendor • Send Notifications • View Vendor Information, History, and Conversations	• • Reviews and approves vendors created by the Department Vendor Processor and Central Vendor Processor • Can be assigned Central Vendor Processor but will not be able to self-approve • Can be combined with Confidential User to add/update confidential accounts payable information
Central Vendor Workflow Administrator	The central end user who is responsible for reassigning worklist items as needed.	• Enter and Maintain Vendors	• Reassigns Worklist Items	• Reassigns worklist items as needed for other Vendor roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
SCO AP Approvers 1-4	The central end users who are responsible for approving vouchers through workflow and will have ad-hoc ability. Will be pooled defined by the role configuration. The SCO AP Approver 1 gives first approval, the SCO AP Approver 2 gives the second approval, SCO AP Approver 3 gives the third approval, and SCO AP Approver 4 gives the fourth approval.	• Create and Maintain Invoices	• View Vendor Information, History, and Conversations • Review Voucher • Approve Voucher • Pushback Voucher • Deny Voucher • Send Notifications	• Includes PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Central and Department Vendor Processor • Reviews and approves vouchers after the Department AP Approver 2 • Can be combined with Confidential User to add/update confidential accounts payable information
SCO AP Maintainer	The central end user who is responsible for posting vouchers.	• Create and Maintain Invoices	• View Vendor Information • Post Voucher • Un-post Voucher	• Posts vouchers created by the Departmental AP Processor and approved by SCO AP Approvers
FI$Cal AP Maintainer	The central end user who is responsible for any Interface processing (voucher build, voucher post, and SCO Interfaces).	• Create and Maintain Invoices • Process Payments	• Define General Accounts Payable and Vendor Options	• Runs processes that provide voucher information for AP end users
Central AP Workflow Administrator	The central end user who is responsible for reassigning worklist items as needed.	• Create and Maintain Invoices	• Reassign Worklist Items	• Reassigns worklist items as needed for other Central and Department AP roles
Central AP Configuration Maintainer	The central end user who is responsible for maintaining Accounts Payables configuration items Statewide.	• Create and Maintain Invoices	• Maintain Statewide AP Configuration Items	• Enters and updates the AP configuration items maintained centrally. These items are used by AP roles in processing AP transactions.

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Payment Maintainer	The central end user who is responsible for canceling, posting, and escheating payments (warrants only).	• Process Payments	• Cancel Payments • Post Payments • Escheat Payments • View Vendor Information • View Voucher Information • View Payment Information	• Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, the Central or Department Pay Cycle Processor, or the Central or Department Payment Processor
Central 1099 Processor	The central end user who is responsible for maintaining 1099 tables and running 1099 reports.	• 1099 Withholding	• Manage Withholdings • Review Vendor Information • Enter Voucher Information	• Uses vendor withholding information captured by the Department Vendor Processor and Department AP Processor

Central Asset Management Roles

This section provides details for each Central Asset Management role.

Table 12. Central Asset Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Asset Processor	The central end user who has access and abilities to perform all department asset roles	• Acquire Assets • Maintain Assets • Transfer Assets • Retire/Reinstate Assets • Asset Depreciation	• Facilitate Managing Asset Information • Facilitate Adding Assets • Facilitate Transferring Assets • Facilitate Retiring/ Reinstating Assets • Facilitate Depreciation Attributes • Facilitate Depreciation Process • Facilitate Month-End Asset Management • Run Asset Reports	• Can perform the roles and responsibilities of Department Asset Processor, Department Asset Manager, Department Asset Maintainer, Department Asset Depreciation Processor, Department Asset Month-End Processor, Asset Viewer, and Department Asset Configuration Maintainer
Central Asset Configuration Maintainer	The central end user who updates and maintains configuration values that are designated as being maintained centrally	• Maintain Assets	• Manage Centrally Maintained Asset Configuration Items	• Updates centrally maintained Configuration Items to be used by Asset Management end users

Central Project Costing Roles

This section provides details for each Central Project Costing role.

Table 13. Central Project Costing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Project Processor	The central end user who is responsible for additions and updates to the Project, Activity, and Team Definitions	• Create and Maintain Project • Create and Maintain Project Budgets	• Create Projects • Create Project Budgets • Manage Projects • Manage Activities • Close Projects • Manage Project Grants • Manage Project Contracts • Manage Project Assets • View Project Reports	• Creates and maintains all project information to be processed by Department PC Batch Processor and Central PC Batch Processor
Central PC Batch Processor	The central end user who has access to all scheduled PC batch processes	• Collect, Distribute, and Price Costs • Project Capitalization	• Run Cost Collection Processes • Run Funds Distribution Processes • Run Pricing Processes • Run Centrally Maintained Project Utilities	• Has similar abilities to the Department PC Batch Processor, with additional Project Utilities to manage
Central PC Configuration Maintainer	The central end user who is responsible for updates to system-wide and departmental PC configuration values	• Create and Maintain Project • Collect, Distribute, and Price Costs • Project Capitalization	• Manage Project Configuration Items • Manage Centrally Maintained Project Configuration Items • Manage Department Project Installation	• Can update centrally maintained Configuration Items to be used by Department Project Processor

Central Billing/Accounts Receivable Roles

This section provides details for each Central Billing/Accounts Receivable role.

Table 14. Central Billing / Accounts Receivable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central AR Workflow Administrator	The Central end user who determines the workflow routing for write-off transactions within the AR module	• Collect Receivables	• Create workflow routing for write-offs	• Routes workflow for Department AR Collections Processor and Department AR Collections Approver
Central AR Batch Processor	The central end user who runs all scheduled AR batch processes. Examples include the AR Update processes.	• Enter and Maintain Receivables • Process Payments • Collect Receivables	• Run AR Update Process • Run AR Aging Process • Run Payment Predictor Process	• Runs batch processes that affect receivables managed by other end users
Central AR Configuration Maintainer	The central end user who adds and updates configuration elements for the Accounts Receivable module	• Enter and Maintain Receivables • Process Payments • Collect Receivables	• Manage AR Configuration Items	• Manages configuration items used by department and central AR end users
Central BI Batch Processor	The central end user who runs all scheduled Billing batch processes such as the Billing Interface Process and processes to move Billing data to other modules	• Generate and Adjust Invoices	• Run Billing Interface Process • Run Load Invoices to AP and AR Processes • Run Request Budget Check Process • Run Convert Currency Amounts process • Run Create Accounting Entries Process • Run Pre-Load Process	• Runs batch processes that affect billing information used by other BI end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central BI Configuration Maintainer	The central end user who adds and updates configuration elements for the Billing module.	• Generate and Adjust Invoices	• Manage BI Configuration Items	• Manages billing configuration items used by department and central BI end users

Central Cash Management/Treasury Roles

This section provides details for each Central Cash Management/Treasury role.

Table 15. Central Cash Management/Treasury Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Bank Statement Import Processor	The central end user who maintains bank integration configuration and imports bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems	• Reconcile Statements	• Import Bank Statements • View Bank, Bank Branches, and External Account Information • Accesses the Import Files from STO and SCO	• Imports Statements to be used by Central Bank Statement Processor
Central Bank Statement Processor	The central end user who maintains bank integration configuration and performs modifications to Bank Statements created by the Bank Statement Import process	• Reconcile Statements	• Review Bank Statements • Update Bank Statements • Update Bank Integration Configuration	• Reviews statements created by the Central Bank Statement Import Processor
Central Cash Tree Maintainer	The central end user who performs maintenance on Cash Position Trees that support the Cash Position Report	• Manage Cash	• Manage Cash Position Trees	• Provides data for the STO CM Report Viewer
Central Treasury Accounting Processor	The central end user who manually generates Treasury Accounting entries in the Cash Management Module and maintains Cash Management configuration.	• Manage Cash	• Create Treasury Accounting entries • Maintain Cash Management Configuration	• Maintains configuration for the journal entry process resulting in entries reviewed by the Department CM Journal Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
STO Cash Position Processor	The STO end user who creates and maintains the configuration for Cash Positions, time spans, and cash position SQL for department cash positions	• Manage Cash	• Manage Cash Positions	• Maintains Cash Position configuration used by Cash Management end users
STO Bank Account Maintainer	The STO end user who creates and maintains Bank, Bank Branches, and External Account configuration	• Create Maintain Banks	• Maintain Bank, Bank Branches, and External Account Information	• Maintains banking information to be used by the Department Pay Cycle Processor, Department AR Payment Processor, and the Bank Statement Reconciliation Processor
STO CM Report Viewer	The STO end user who creates and maintains queries from the Bank Account and Bank Statement tables and who can run delivered Cash Management reports.	• Manage Cash	• Manage Cash Management Reports • Run delivered Cash Management Reports	• Creates and runs reports based on the activity recorded by the Department Pay Cycle Processor and Department AR Payment Processor

Central General Ledger Roles

This section provides details for each Central General Ledger role.

Table 16. Central General Ledger Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central GL Journal Processor	The central end user who creates journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. A Central Journal Processor can run online Edit and Budget Check, and submit to the journal approval process.	• Enter and Process Journals	• Create Journals • Create Cash Adjustments • Create Full Accrual Adjustments • Import Journals • Edit Check Journals • Budget Check Journals • Execute Journal Generator • Submit Journals • Correct Suspense Entries	• Submits journals to be approved by GL end users
SCO Appropriation Processor	The SCO end user who has access to create a Statewide controlling budget journal, and access to view Appropriation transactions interfaced from Hyperion.	• Enter and Process Budget Journals	• Enter Budget Journals	• The SCO Appropriation Approver will be notified outside of FI$Cal by the SCO Appropriation Processor if a budget journal is created
SCO Appropriation Approver	The SCO end user who has access to create and post Statewide controlling budget journals, and access to post Appropriation transactions interfaced from Hyperion.	• Enter and Process Budget Journals	• Enter Budget Journals • Approve Budget Journals • View Budget Check Exceptions • View Override Budget Exceptions	• The SCO Appropriation Approver is notified outside of FI$Cal by the SCO Appropriation Processor if a budget journal is created

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central GL Workflow Administrator	The central end user who configures and maintains the SCO and departmental journal workflow. A FI$Cal central entity will be responsible for working with departments to ensure the journal workflow required is acting appropriately.	• Enter and Process Budget Journals	• Manage Journal Workflow	• Manages the workflow of Department GL Journal Processor, Department GL Journal Approvers 1-2, and Central GL Journal Processor, SCO Appropriation Processor, and SCO Appropriation Approver
Central GL Batch Processor	The central end user who runs all scheduled batch processes. Batch processes can be scheduled as a daily or night batch process. Examples of processes would be journal generator and post.	• Enter and Process Journals • Enter and Process Budget Journals • Enter and Process Labor Distribution • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Execute Journal Batch Processes • View Chart of Accounts (COA) Default Values • View General Ledger Reports • View Budget Reports • View General Ledger Configuration Items	• Runs batch processes so other GL end users can begin reporting and other GL transactions
Central LD Processor	The central end user who runs the monthly Inbound Payroll Interface	• Enter and Process Labor Distribution	• Run Inbound Payroll Interface • Run Labor Distribution Process • View Labor Distribution Reports	• Serves as a backup for the Department LD Processor
Central LD Maintainer	The central end user who maintains all statewide configuration for Labor Distribution	• Enter and Process Labor Distribution	• Manage Labor Distribution Central Configuration Items • View Labor Distribution Department Configuration Items	• Maintains configuration to be used by Department LD Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Allocation Maintainer	The central end user who creates and maintains Allocation Rules and Groups	• Process Allocations	• Manage Allocations	• Maintains the allocation configuration to be used by Allocation Processor
Central GL Close Processor	The central end user who runs close processes and closes accounting periods	• Process Financial Statements	• Run Close Processes • Run Budget Close • Close Accounting Period	• Closes periods so other GL end users can begin reporting and other GL transactions
Central GL Configuration Maintainer	The central end user who controls centrally-maintained configuration workunits. Examples are Ledger, GL Business Unit, TableSet Control definitions, and system-wide Installation Options.	• Maintain Chart of Accounts	• Manage General Ledger Configuration Items • Manage Journal Configuration Items • Manage Audit ChartFields • Manage Business Unit Configuration Items • Manage System-Wide Definitions • Manage Security Configuration Items	• Manages the centrally-maintained configuration to be used by GL end users
SCO GL Budget Definition Maintainer	The central end user who maintains the Commitment Control Budget Definition for Statewide and Department budgets.	• Enter and Process Budget Journals	• Manage Commitment Control Budget Definition	• Manages Commitment Control Budget Definition for GL end users
Central COA Maintainer	The central end user who sets up Chart of Account values, trees, and the maintenance of combination edit definitions and rules. This end user also maintains the COA translation tables and rules.	• Maintain Chart of Accounts	• Manage COA Values • Manage Budget Trees • Manage Combination Edits • Maintain COA Translation Tables	• Manages the COA configuration as a foundation to the configuration maintained by Department COA Maintainer, and to be used by GL end users

Appendix B – FI$Cal End-User Role to Business Process

This appendix provides matrices mapping the FI$Cal end-user roles to the FI$Cal business processes in which the role has responsibility.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 FI$Cal business processes are included.

Budgeting

This section provides a matrix mapping the Budgeting FI$Cal end-user roles to the Budgeting FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Budgeting FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Budgeting FI$Cal Budgeting business processes are included.

Table 17. Budgeting FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	Maintain Position Budget Cost Drivers	Reconcile Authorized Positions	Initiate Budget Development Process	Prepare Departmental Budget Submission	Allocate and Monitor Departmental Spending Plans	Prepare Appropriation Adjustment	Review Legislative Actions	Support Reconciliation	Provide Ongoing Budget Guidance	Develop Governor's Budget	Manage Budget Legislation	Analyze and Approve Appropriation Adjustment	Administer the Budget	Transfer Budget to the Accounting System
Department Budget Processor	X	X	X	X	X	X								
Department Budget Approver	X	X	X	X	X	X								
Budget Viewer	X	X	X	X	X	X								
Department Budget System Maintainer	X	X	X	X	X	X								
Legislative Budget Processor							X	X						
Legislative Budget System Maintainer							X	X						
DOF Budget Processor	X		X							X	X	X	X	
DOF Budget Approver	X		X							X	X	X	X	

FI$Cal Budgeting Processes for Wave 1

FI$Cal End-User Role	Maintain Position Budget Cost Drivers	Reconcile Authorized Positions	Initiate Budget Development Process	Prepare Departmental Budget Submission	Allocate and Monitor Departmental Spending Plans	Prepare Appropriation Adjustment	Review Legislative Actions	Support Reconciliation	Provide Ongoing Budget Guidance	Develop Governor's Budget	Manage Budget Legislation	Analyze and Approve Appropriation Adjustment	Administer the Budget	Transfer Budget to the Accounting System
DOF Budget System Maintainer	X		X						X	X	X	X		
SCO Budget Processor													X	X
SCO Budget Approver													X	X
SCO Budget System Maintainer													X	X
Central Budget System Administrator			X	X						X	X		X	
Central Budget Infrastructure Administrator			X	X						X	X		X	
Central Budget FDM/ERPi Administrator			X	X						X	X		X	

Purchasing

This section provides a matrix mapping the Purchasing FI$Cal end-user roles to the Purchasing FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Purchasing FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Purchasing FI$Cal Purchasing business processes are included.

Table 18. Purchasing FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	FI$Cal Purchasing Processes for Wave 1		
	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions
Department Requester	X		
Department Requisition Processor	X		
Department Requisition Approver 1-2	X		
Requisition Ad Hoc Approver	X		
Department PAA Processor	X		
Department IT PAC Approver	X		
Department Non-IT PAC Approver	X		
Department PCO Approver	X		
Department Buyer		X	
Department Advanced Buyer		X	
Department PO Processor		X	
Department PO Approver 1-4		X	
PO Ad Hoc Approver		X	
Department SCPRS Processor		X	
Department PO Reporter		X	
Department PO Configuration Maintainer		X	
PO Configuration View Only		X	
Department Receiving Processor		X	
Department Receiving Inspector		X	

	FI$Cal Purchasing Processes for Wave 1		
FI$Cal End-User Role	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions
Department RTV Processor		X	
PO View Only		X	
Department P-Card Req User			X
Department P-Card PO User			X
Department P-Card Reconciler			X
Department P-Card Approver			X
Department P-Card Reviewer			X
Confidential User	X	X	X
DGS PAA Reviewer	X		
Central PO Reporter		X	
Central PO Configuration Maintainer		X	
Central P-Card Maintainer			X
Central PO Workflow Administrator		X	

Accounts Payable

This section provides a matrix mapping the Accounts Payable FI$Cal end-user roles to the Accounts Payable FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Accounts Payable FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Accounts Payable FI$Cal Accounts Payable business processes are included.

Table 19. Accounts Payable FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	FI$Cal Accounts Payable Processes for Wave 1			
	Enter and Maintain Vendors	Create and Maintain Invoices	Process Payments	1099 Withholding
Department Vendor Processor	X			
Vendor Viewer	X			
Department AP Processor		X		
Department AP Approver 1 - 2		X		
Department AP Configuration Maintainer		X		
Department AP Supervisor		X		
Department AP Maintainer		X		
AP Reporter		X		
AP Viewer		X		
Department Pay Cycle Processor			X	
Department Payment Maintainer			X	
Department 1099 Processor				X
Confidential User	X	X		
Central Vendor Processor	X			
Central Vendor Approver	X			
Central Vendor Workflow Administrator	X			
SCO AP Approvers 1-4		X		
SCO AP Maintainer		X		
FI$Cal AP Maintainer		X		
Central AP Workflow Administrator		X		
Central AP Configuration Maintainer		X		
Central Payment Maintainer			X	
Central 1099 Processor				X

Asset Management

This section provides a matrix mapping the Asset Management FI$Cal end-user roles to the Asset Management FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Asset Management FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Asset Management FI$Cal Asset Management business processes are included.

Table 20. Asset Management FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	FI$Cal Asset Management Processes for Wave 1				
	Acquire Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Asset Depreciation
Department Asset Processor	X				
Department Asset Manager		X	X	X	
Department Asset Maintainer		X			
Confidential Asset Maintainer		X			
Department Asset Depreciation Processor					X
Department Asset Month-End Processor					
Asset Viewer		X			
Department Asset Configuration Maintainer		X			
Central Asset Processor	X	X	X	X	X
Central Asset Configuration Maintainer		X			

Project Costing

This section provides a matrix mapping the Project Costing FI$Cal end-user roles to the Project Costing FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Project Costing FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Project Costing FI$Cal Project Costing business processes are included.

Table 21. Project Costing FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	FI$Cal Project Costing Processes for Wave 1			
	Create and Maintain Project	Create and Maintain Project Budgets	Collect, Distribute, and Price Costs	Project Capitalization
Department Project Processor	X	X		
Department PC Batch Processor			X	X
PC Reporter	X	X	X	X
PC Viewer	X			
Department PC Configuration Maintainer	X		X	X
Central Project Processor	X	X		
Central PC Batch Processor			X	X
Central PC Configuration Maintainer	X		X	X

Billing/Accounts Receivable

This section provides a matrix mapping the Billing/Accounts Receivable FI$Cal end-user roles to the Billing/Accounts Receivable FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Billing/Accounts Receivable FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Billing/Accounts Receivable FI$Cal Billing/Accounts Receivable business processes are included.

Table 22. Billing/Accounts Receivable FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables
Department Customer Processor	X				
Department Confidential Customer Processor	X				
Customer Viewer	X				
Department BI Processor		X			
Department BI Approver		X			
Department BI Adjustment Processor		X			
BI Viewer		X			
BI Reporter		X			
Department AR Item Processor			X		
Department AR Item Approver			X		
Department AR Payment Processor				X	
Department AR Payment Approver				X	
Department AR Collections Processor					X
Department AR Collections Approver					X
AR Viewer			X	X	X
AR Reporter			X	X	X
Confidential User	X				X
Central AR Workflow Administrator					X
Central AR Batch Processor			X	X	X
Central AR Configuration Maintainer			X	X	X
Central BI Batch Processor		X			
Central BI Configuration Maintainer		X			

Cash Management/Treasury

This section provides a matrix mapping the Cash Management/Treasury FI$Cal end-user roles to the Cash Management/Treasury FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Cash Management/Treasury FI$Cal business process for Wave 1 in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the Wave 1 Cash Management/Treasury FI$Cal Cash Management/Treasury business processes are included.

Table 23. Cash Management/Treasury FI$Cal End-User Role to Business Process Map

FI$Cal End-User Role	Manage Cash	Reconcile Statements	Create Maintain Banks
Cash Transfer Processor	X		
Cash Transfer Approver	X		
Department CM Journal Processor	X		
Department CM Report Viewer	X		
Bank Statement Reconciliation Processor		X	
Central Bank Statement Import Processor		X	
Central Bank Statement Processor		X	
Central Cash Tree Maintainer	X		
Central Treasury Accounting Processor	X		
STO Cash Position Processor	X		
STO Bank Account Maintainer			X
STO CM Report Viewer	X		

General Ledger

This section provides a matrix mapping the General Ledger FI\$Cal end-user roles to the General Ledger FI\$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the General Ledger FI\$Cal business process for Wave 1 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 1 General Ledger FI\$Cal General Ledger business processes are included.

Table 24. General Ledger FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal General Ledger Processes for Wave 1					
	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Department GL Journal Processor	X					
Department GL Journal Approver 1	X					
Department GL Journal Approver 2	X					
Department Operating Budget Processor		X				
Department Operating Budget Approver		X				
Department Activity Sheet Processor			X			
Department LD Processor			X			
Department LD Maintainer			X			
Allocation Processor				X		
GL Viewer	X	X	X	X	X	X
Appropriation Viewer		X				
Operating Budget Viewer		X				
GL Reporter					X	
Department GL Report Viewer					X	
Department GL Configuration Maintainer						X
Department COA Maintainer						X
Central GL Journal Processor	X					
SCO Appropriation Processor		X				
SCO Appropriation Approver		X				
Central GL Workflow Administrator		X				

FI$Cal End-User Role	FI$Cal General Ledger Processes for Wave 1					
	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Central GL Batch Processor	X	X	X	X	X	X
Central LD Processor			X			
Central LD Maintainer			X			
Central Allocation Maintainer				X		
Central GL Close Processor					X	
Central GL Configuration Maintainer						X
SCO GL Budget Definition Maintainer		X				
Central COA Maintainer						X

Note: For acronym definitions, see Appendix D Glossary.

Appendix C – FI$Cal End-User Role List

This appendix provides a comprehensive list of all Central and Department roles by business process area.

Business Process Area	Role Name	Dept Role	Central Role
Budgeting	Department Budget Processor	X	
Budgeting	Department Budget Approver	X	
Budgeting	Budget Viewer	X	X
Budgeting	Department Budget System Maintainer	X	
Budgeting	Legislative Budget Processor		X
Budgeting	Legislative Budget System Maintainer		X
Budgeting	DOF Budget Processor		X
Budgeting	DOF Budget Approver		X
Budgeting	DOF Budget System Maintainer		X
Budgeting	SCO Budget Processor		X
Budgeting	SCO Budget Approver		X
Budgeting	SCO Budget System Maintainer		X
Budgeting	Central Budget System Administrator		X
Budgeting	Central Budget Infrastructure Administrator		X
Budgeting	Central Budget FDM/ERPi Administrator		X
Purchasing	Department Requester	X	
Purchasing	Department Requisition Processor	X	
Purchasing	Department Requisition Approver 1	X	
Purchasing	Department Requisition Approver 2	X	
Purchasing	Requisition Ad Hoc Approver	X	X
Purchasing	Department PAA Processor	X	
Purchasing	Department IT PAC Approver	X	
Purchasing	Department Non-IT PAC Approver	X	
Purchasing	Department PCO Approver	X	
Purchasing	Department Buyer	X	
Purchasing	Department Advanced Buyer	X	
Purchasing	Department PO Processor	X	
Purchasing	Department PO Approver 1	X	
Purchasing	Department PO Approver 2	X	
Purchasing	Department PO Approver 3	X	
Purchasing	Department PO Approver 4	X	
Purchasing	PO Ad Hoc Approver	X	X
Purchasing	Department SCPRS Processor	X	
Purchasing	Department PO Reporter	X	
Purchasing	Department PO Configuration Maintainer	X	
Purchasing	PO Configuration View Only	X	X
Purchasing	Department Receiving Processor	X	
Purchasing	Department Receiving Inspector	X	
Purchasing	Department RTV Processor	X	
Purchasing	PO View Only	X	X
Purchasing	Department P-Card Req User	X	

Business Process Area	Role Name	Dept Role	Central Role
Purchasing	Department P-Card PO User	X	
Purchasing	Department P-Card Reconciler	X	
Purchasing	Department P-Card Approver	X	
Purchasing	Department P-Card Reviewer	X	
Purchasing	Confidential User*	X	X
Purchasing	DGS PAA Reviewer		X
Purchasing	Central PO Reporter		X
Purchasing	Central PO Configuration Maintainer		X
Purchasing	Central P-Card Maintainer		X
Purchasing	Central PO Workflow Administrator		X
Accounts Payable	Department Vendor Processor	X	
Accounts Payable	Vendor Viewer	X	X
Accounts Payable	Department AP Processor	X	
Accounts Payable	Department AP Approver 1	X	
Accounts Payable	Department AP Approver 2	X	
Accounts Payable	Department AP Configuration Maintainer	X	
Accounts Payable	Department AP Supervisor	X	
Accounts Payable	Department AP Maintainer	X	
Accounts Payable	AP Reporter	X	X
Accounts Payable	AP Viewer	X	X
Accounts Payable	Department Pay Cycle Processor	X	
Accounts Payable	Department Payment Maintainer	X	
Accounts Payable	Department 1099 Processor	X	
Accounts Payable	Confidential User*	X	X
Accounts Payable	Central Vendor Processor		X
Accounts Payable	Central Vendor Approver		X
Accounts Payable	Central Vendor Workflow Administrator		X
Accounts Payable	SCO AP Approvers 1-4		X
Accounts Payable	SCO AP Maintainer		X
Accounts Payable	FI$Cal AP Maintainer		X
Accounts Payable	Central AP Workflow Administrator		X
Accounts Payable	Central AP Configuration Maintainer		X
Accounts Payable	Central Payment Maintainer		X
Accounts Payable	Central 1099 Processor		X
Asset Management	Department Asset Processor	X	
Asset Management	Department Asset Manager	X	
Asset Management	Department Asset Maintainer	X	
Asset Management	Confidential Asset Maintainer	X	X
Asset Management	Department Asset Depreciation Processor	X	
Asset Management	Department Asset Month-End Processor	X	
Asset Management	Asset Viewer	X	X
Asset Management	Department Asset Configuration Maintainer	X	
Asset Management	Central Asset Processor		X
Asset Management	Central Asset Configuration Maintainer		X
Project Costing	Department Project Processor	X	
Project Costing	Department PC Batch Processor	X	
Project Costing	PC Reporter	X	X

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Business Process Area	Role Name	Dept Role	Central Role
Project Costing	PC Viewer	X	X
Project Costing	Department PC Configuration Maintainer	X	
Project Costing	Central Project Processor		X
Project Costing	Central PC Batch Processor		X
Project Costing	Central PC Configuration Maintainer		X
Billing/Accounts Receivable	Department Customer Processor	X	
Billing/Accounts Receivable	Department Confidential Customer Processor	X	
Billing/Accounts Receivable	Customer Viewer	X	X
Billing/Accounts Receivable	Department BI Processor	X	
Billing/Accounts Receivable	Department BI Approver	X	
Billing/Accounts Receivable	Department BI Adjustment Processor	X	
Billing/Accounts Receivable	BI Viewer	X	X
Billing/Accounts Receivable	BI Reporter	X	X
Billing/Accounts Receivable	Department AR Item Processor	X	
Billing/Accounts Receivable	Department AR Item Approver	X	
Billing/Accounts Receivable	Department AR Payment Processor	X	
Billing/Accounts Receivable	Department AR Payment Approver	X	
Billing/Accounts Receivable	Department AR Collections Processor	X	
Billing/Accounts Receivable	Department AR Collections Approver	X	
Billing/Accounts Receivable	AR Viewer	X	X
Billing/Accounts Receivable	AR Reporter	X	X
Billing/Accounts Receivable	Confidential User*	X	X
Billing/Accounts Receivable	Central AR Workflow Administrator		X
Billing/Accounts Receivable	Central AR Batch Processor		X
Billing/Accounts Receivable	Central AR Configuration Maintainer		X
Billing/Accounts Receivable	Central BI Batch Processor		X
Billing/Accounts Receivable	Central BI Configuration Maintainer		X
Cash Management/Treasury	Cash Transfer Processor	X	X
Cash Management/Treasury	Cash Transfer Approver	X	X
Cash Management/Treasury	Department CM Journal Processor	X	
Cash Management/Treasury	Department CM Report Viewer	X	
Cash Management/Treasury	Bank Statement Reconciliation Processor	X	X
Cash Management/Treasury	Central Bank Statement Import Processor		X
Cash Management/Treasury	Central Bank Statement Processor		X
Cash Management/Treasury	Central Cash Tree Maintainer		X
Cash Management/Treasury	Central Treasury Accounting Processor		X
Cash Management/Treasury	STO Cash Position Processor		X
Cash Management/Treasury	STO Bank Account Maintainer		X
Cash Management/Treasury	STO CM Report Viewer		X
General Ledger	Department GL Journal Processor	X	
General Ledger	Department GL Journal Approver 1	X	
General Ledger	Department GL Journal Approver 2	X	
General Ledger	Department Operating Budget Processor	X	
General Ledger	Department Operating Budget Approver	X	
General Ledger	Department Activity Sheet Processor	X	
General Ledger	Department LD Processor	X	
General Ledger	Department LD Maintainer	X	

Business Process Area	Role Name	Dept Role	Central Role
General Ledger	Allocation Processor	X	X
General Ledger	GL Viewer	X	X
General Ledger	Appropriation Viewer	X	X
General Ledger	Operating Budget Viewer	X	X
General Ledger	GL Reporter	X	X
General Ledger	Department GL Report Viewer	X	
General Ledger	Department GL Configuration Maintainer	X	
General Ledger	Department COA Maintainer	X	
General Ledger	Central GL Journal Processor		X
General Ledger	SCO Appropriation Processor		X
General Ledger	SCO Appropriation Approver		X
General Ledger	Central GL Workflow Administrator		X
General Ledger	Central GL Batch Processor		X
General Ledger	Central LD Processor		X
General Ledger	Central LD Maintainer		X
General Ledger	Central Allocation Maintainer		X
General Ledger	Central GL Close Processor		X
General Ledger	Central GL Configuration Maintainer		X
General Ledger	SCO GL Budget Definition Maintainer		X
General Ledger	Central COA Maintainer		X

* The **Confidential User** role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.

Note: For acronym definitions, see Appendix D Glossary.

Appendix D – Glossary

This appendix provides a glossary of relevant abbreviations, acronyms, and terms used in this Handbook.

Abbreviations, Acronyms, and Terms	Definition
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented
Central	Of or pertaining to the administration, configuration, or management of FI$Cal from a control function
Central End User	An individual at a department who is assigned one or more FI$Cal central roles
Central Role	A FI$Cal end-user role designated specifically for performing a control function. These roles are generally performed by the FI$Cal Service Center, but may be requested by partner agencies and/or departments. Some central roles are specific to an individual department/agency and include a prefix identifying that department/agency, e.g., DGS, DOF, Legislative, SCO, and STO.
COA	Chart of Accounts
CM	Cash Management
CMF	Customer Master File
CTS	Centralized State Treasury System
Department	State of California organization involved in the implementation of FI$Cal
Department End User	An individual at a department who is assigned one or more FI$Cal department roles
Department Liaison	The individual assigned to serve as the focal point of communication and interaction between the FI$Cal Project and department staff
Department Role	A FI$Cal end-user role designated specifically for performing a departmental function
DGS	Department of General Services
DOF	Department of Finance
ERPi	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
FI$Cal End User	An individual who will use or be impacted by FI$Cal or new FI$Cal business processes, e.g. the change in a process from manual to automated
FI$Cal End-User Role	A group of tasks that defines the access and responsibilities provided to an assigned FI$Cal end user.
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
IRS	Internal Revenue Service
LD	Labor Distribution

Abbreviations, Acronyms, and Terms	Definition
Maintain Configuration	The ability to update configurable options of FI$Cal. These configuration options were either determined by the FI$Cal Project or collected from departments. Details on maintaining configuration by departments or as a central activity will be communicated to departments prior to go live.
P-Card	Procurement card
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
PCO	Procurement and Contracting Officer
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI$Cal end-user roles to department end users
RTV	Return To Vendor
SB/DVBE	Small Business/Disabled Veteran Business Enterprise
SCO	State Controller's Office
SCPRS	State Contract and Procurement Registration System
SQL	Structured Query Language
STO	State Treasurer's Office
UNSPSC	United Nations Standard Products and Services Code
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions
VMF	Vendor Management File
XML	Extensible Markup Language